faces not numbers

Voicemail portal user guide

Access the Voice Portal
You can access your personal voice portal using your own phone, or another phone. To log in, dial one of the following:

- Your own phone number/extension
- Group voice portal number ***62**
- Remote access voice portal number (if enabled)

First time log-in With the Voice Portal Wizard
Dial your phone number/extension or the voice portal number/extension, and then:
1) If requested, enter your phone number.
2) Enter a new passcode at the (voice portal wizard) prompt.
3) Re-enter your passcode at the prompt.
4) Record your name at the prompt.
5) Press #.

Voice Portal Main Menu
1 Access **Voice Mailbox**
2 Change **CommPilot Express** Profile
3 Record **Personalized Name**
7 Access **Hotdesking**
8 Change **Passcode**
9 Exit
Repeat Main Menu

Voice Mailbox
1 Play Messages
2 Busy Greeting Menu
3 No Answer Greeting Menu
5 Compose and send Message Menu
7 Delete All Messages
***** Return to Voice Portal Main Menu
# Repeat menu

CommPilot Express
1 Activate "Available – In Office" Profile
2 Activate "Available – Out of Office" Profile
3 Activate "Busy" Profile
4 Activate "Unavailable" Profile
5 No Active Profile
* Return to Voice Portal Main Menu

Personalized Name
1 Record new Personalized Name
2 Listen to current Personalized Name
3 Delete Personalized Name
* Return to Voice Portal Main Menu
# Repeat menu

Hotdesking †
1 Check Host status
2 Associate with Host
3 Disassociate from Host
4 Return to Main Menu
5 Repeat menu
† Available only if the feature is associated with the user

Passcode
Enter new passcode, followed by the # key
***** Return to Voice Portal Main Menu

Play Messages Menu
Save message
7 Delete message
2 Play or repeat message; skip envelope

While playing messages:
1 Skip backward 3 seconds
2 Pause playback
3 Skip forward 3 seconds
4 Skip to beginning of message
6 Skip to end of message
4 Return to previous message
5 Play message envelope
6 Move to next message
8 Initiate call to sender
9 Hear additional options
***** Return to Voice Messaging Main Menu
# Repeat menu

Additional Options
1 Reply to message
- **1** Change current reply
- **2** Listen to current reply
- **3** Send reply
- **6** Set or clear urgent indicator
- **7** Set or clear confidential indicator
- ***** Return to Play Messages Menu
- **#** Repeat menu

2 Forward Message
- **1** Change current introduction
- **2** Listen to current introduction
- **3** Send message to specific group members
- **6** Set or clear urgent indicator
- **7** Set or clear confidential indicator
- ***** Return to Play Messages Menu
- **#** Repeat menu

***** Return to Play Messages Menu
# Repeat menu

Busy Greeting Menu
1 Record new Busy Greeting
2 Listen to current Busy Greeting
3 Revert to system default Busy Greeting
***** Return to Voice Messaging Main Menu
# Repeat menu

No Answer Greeting Menu
1 Record new No Answer Greeting
2 Listen to current No Answer Greeting
3 Revert to system default No Answer Greeting
***** Return to Voice Messaging main menu
# Repeat menu

Compose Message
1 Change current message
2 Listen to current message
3 Send message to specific group member(s)
6 Set or clear urgent indicator
7 Set or clear confidential indicator
***** Return to Voice Messaging Main Menu
# Repeat menu